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## Joint Occupational Health and Safety Committees' Rules of Procedure

The following is an example of formal rules of procedures while presiding at meetings. It is not a requirement of Joint Occupational Health and Safety Committee's to follow these rules exclusively, or at all, however it is a requirement that committees establish their own rules of procedure that is in agreement with the entire committee.

1. The Chair is responsible for conducting a well-organized and effective meeting of the committee in accordance with the rules of order.
2. The Chair shall conduct a meeting in a fair and impartial manner and give every member an opportunity to participate and speak at the meeting.
3. Prior to every meeting the Chair shall ensure that the person who is to record the minutes of the meeting is present or request a member to record the minutes.
4. At the opening of every meeting, the Chair shall:
  - a. Call the meeting to order
  - b. Note if quorum exists, in accordance with the terms of reference and if there is no quorum; adjourn the meeting to another time.
  - c. Call for a motion to adopt the agenda for the meeting after requesting if any changes or additions are proposed to the agenda.
  - d. After discussions of the motion to adopt the agenda, call for a vote to adopt the agenda as proposed or as amended.
  - e. Call for a motion to adopt previous minutes of the committee, if any, after requesting if any corrections or additions are needed to the minutes.
  - f. After a discussion of the motion to adopt to previous minutes, call for a vote to declare the minutes, with corrections or additions, if any, to be adopted.
  - g. Proceed with the succeeding agenda items.
  - h. Call for a motion to adjourn the meeting if all the agenda items have been dealt with or no more time is available; and
  - i. After discussion of the motion to adjourn, call for a vote to adjourn the meeting.
5. A member may make a motion by raising a hand, and after being recognized by the Chair, by moving a proposal as clearly and as simply as possible.
6. The Chair may rule the motion of a member in order or temporarily out of order, if it does not conform to the order of business.

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7. For a motion that is in order, the Chair shall call for a second to the motion.
  8. If no member seconds the motion, the Chair shall state that the motion is dropped for want of a second.
  9. After a motion has been seconded, the Chair shall restate the motion and ask for discussion.
  10. The Chair shall allow adequate time for discussion before voting.
  11. A member may move an amendment to a motion on the floor.
  12. If seconded, discussion and a vote shall be held on the motion as amended prior to discussion and vote on the main motion.
  13. A member may raise a point of order involving these rules of procedure and the rights of a member at any time during the meeting.
  14. The Chair shall make a decision on the point of order before a motion or amendment to a motion is acted on.
  15. A member may make a motion:
    - a. To adjourn,
    - b. To recess, or
    - c. Raise a personal privilege at any time during the meeting.
  16. A motion to adjourn or to recess requires a second and is not debatable and shall be voted on prior to any other motion pending.
  17. If more than one motion referred to in sub-rule (1) is made, it shall be acted on the order set out in sub-rule 1.
  18. The Chair shall declare the meeting adjourned if the motion to adjourn carries.
  19. A member seeking personal privilege may interrupt the speaker and raise a matter that involves the immediate comfort or right of a member.
  20. The Chair shall attend to the motion that involves personal privilege without delay.
  21. Every member, of the committee has the right to participate in any meeting and to one vote.

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22. A member, of the committee may speak without interruption except if another member makes a motion.
  23. Subject to time limit or a motion to reconsider by a member voting with the side that carried the motion; or
  24. A motion raising a personal privilege, a request for information, or point of order.
  25. Where several members simultaneously want to be recognized, the Chair shall recognize a member in the following order of preference:
    - a. A member who explains a proposal has the first opportunity to offer a motion;
    - b. A member who has not engaged in the discussion is recognized ahead of one who has spoken; and
    - c. A member who is opposed to a motion is given an opportunity to follow one who is in favour of the motion.
  26. A member's remarks shall:
    - a. Pertain to the question being debated. If the member wanders off the subject, the Chair must request remarks be confined to the pending questions;
    - b. Be impersonal and addressed to the motion being considered; and
    - c. Be orderly and courteous; otherwise, the Chair may refuse the offending member the right to speak.
  27. When all members wishing to speak have spoken, the Chair brings the question to a vote by asking if there is further discussion, and then calls for the vote.
  28. If the discussion drags on for too long or no new facts or opinions seem to surface by further discussion, any member may move to close debate and vote on the question and this motion requires a second.
  29. A motion referred to in sub-rule 2, if seconded, is not debatable and the Chair shall at once call the vote on whether the discussion continues.
  30. Without a motion to close debate, a member wishing to discuss the question, even after part of the vote is taken, may do so and the complete vote shall be retaken.
  31. Unless otherwise specified in the Act or the regulations or the rules of the procedure, a vote of a majority of the members present carries a motion.
  32. In the case of a tie vote, the chair may cast the deciding vote, or the motion is lost.
  33. The Chair shall:

- a. Ask first for a vote of those in favour of a motion to say “yes”, and then for those opposed to it to say “no”; and
  - b. Decide and declare the outcome of the vote.
34. If a voice is uncertain, the Chair may call for a show of hands.
35. Members may change their vote until the Chair announces the result of the vote.